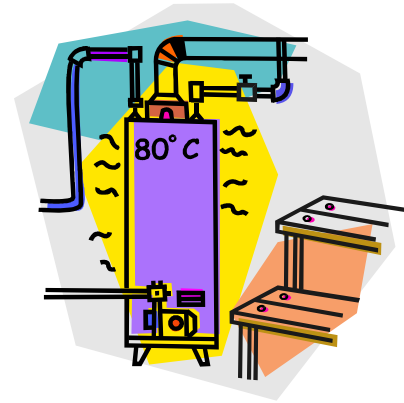


Owner Builder Water Heater Permits

- ◆ Save time, gas and paper by obtaining Water Heater/Water Softener permits online
- ◆ Set up your own permit applications
- ◆ Pay permit fees online using your credit card
- ◆ Print permits from your home
- ◆ Complete Inspection Scheduling instructions provided



Access Construction Services Online by clicking on this icon from the



Development Services Home Page

www.clarkcountynv.gov/depts/development_services



STEP BY STEP...

Permit location

- From the Construction Services Online screen, click on 'Water Heater or Water Softener Permits' in the Explore box
- Click on 'Owner-Builder'
- During setup, do not use the Back Button on your browser
- Choose location selection option: Street Address, Assessor's Parcel Number, or Owner Name (Street Address is recommended)
- Based on your option selection, enter the appropriate data: Street number, Street Name, Direction and Suffix, Owner name (last first-no comma) or Parcel number, and then click on Submit
- Choose the correct permit location from the list selection

Application info

- Select Application Type and add any Notes necessary (Estimated Value, Square Footage and Tenant information is not required)
- Click to accept liability as the property owner to Continue
- Provide Contact information. Name and Email are required, phone number is recommended, Continue
- Verify data, and then Submit
- Click on Pay Now

Pay and Print

- Review the Charges, click on Pay Now (do not use Back button on browser)
- Enter Credit Card information, and then click on Continue
- Review the information, and then click on 'Complete Transaction'
- View and print receipt page for your records. Make note of the application number at the top of the screen. This is the new permit number.
- To enter a new permit location application, click on 'Submit New Application', if transactions are complete, click 'Log Off'
- Within a few minutes of acceptance of application and payment, and email will be sent to the email address provided on the application.
- Click on View Printable Receipt to view and print permit. This copy must be available for the inspector at the time of inspection.

Development Services

Homeowner's Guide to Set Up, Pay For and Print Water Heater & Water Softener Permits on the Web



****PLEASE NOTE****

TANKLESS WATER HEATERS: A permit for the replacement of an existing tankless water heater with a new tankless water heater (same for same) can be obtained online. Online permitting is not available for the installation of a new tankless water heater where such a water heater did not exist before. Online permits are only available for projects that don't require plan review. Building Plans Exam requires you to submit two copies of an isometric gas line drawing in addition to a plumbing permit application for all new tankless water heater installations. Application for a new tankless water heater must be made at our Las Vegas Permit Application Center or our offices in Laughlin or Overton.

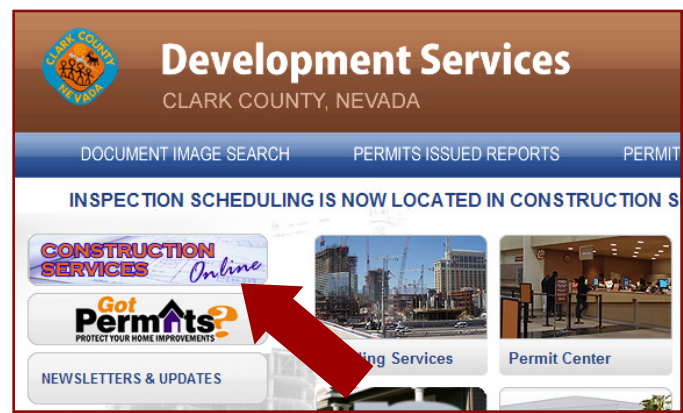
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PART I

Setting Up, Paying For and Printing a Water Heater or Water Softener Permit

Follow these easy instructions to set up and pay for an online water heater or water softener permit. After you’ve completed the steps below, your permit will be e-mailed to you.



1 From our home page, click the “Construction Services Online” button.



2 Click “Obtain Water Heater or Water Softener Permits.”



3 Click “Owner-Builder” to begin the application process.



4 Search for the home where the water heater or water softener will be installed by one of three options: street address, parcel number, or owner name. Click the “Submit” button to continue after you’ve entered the appropriate information.

Set Up, Pay For and Print Permits on the Web

Address	Owner Name	Parcel Id
4701 W RUSSELL RD	COUNTY OF CLARK(ADMINISTRATIVE	162-31-101-004

- 5** One or more locations will display depending on how you chose to search for your property. Click on the appropriate address to continue to the next page.

- 6** Use the drop down arrow to select the application type you wish to set up and print (either water heater or water softener).

Click the box to affirm you are authorized under the provisions of NRS 624.031 to act as your own contractor and click "Continue."

Complete the following information.

Address: 4701 W RUSSELL RD
Parcel: 162-31-101-004
Land ID #: 13435
Name: COUNTY OF CLARK(ADMINISTRATIVE
General Location:

* Application Type: **WATER HEATER - SINGLE FAMILY RES INTERNET**

Total Estimated Value: (No decimals)
Total Square Footage: (No decimals)
Tenant Unit Number:
Tenant Name:

Notes:

☒ By clicking this box, I, as owner of the property upon which I am requesting to build or improve a structure, and the structure to be built or improved is a residential structure which I intend to occupy. I do not intend to sell said structure or transfer ownership of said structure at least until I occupy the premises for a period of one year under NRS 624.031. I intend to act as my own contractor and I understand that I am liable to criminal prosecution under 624.212 if I engage in business as a contractor without a license and will not be exempt from license requirement as outlined in NRS 624.031.

Continue **Clear**

Complete the following information.

Address: 4701 W RUSSELL RD
Parcel: 162-31-101-004
Land ID #: 13435
Name: COUNTY OF CLARK(ADMINISTRATIVE
General Location:

Contractor Name: OWNER/BUILDER

Please enter the contact information:

* Contact Name:
Address:
Zip:
Home Phone: () -
Work Phone: () -
Mobile Phone: () -
Misc Phone: () -
* E-mail:

* denotes required field

Continue

- 7** Enter your contact information and the e-mail address where the permit should be sent after you submit payment for the permit.

Click "Continue."

Address: 4701 W RUSSELL RD
Parcel: 162-31-101-004
Land ID #: 13435
Name: COUNTY OF CLARK(ADMINISTRATIVE
General Location:

Application Type: WATER HEATER - SINGLE FAMILY RES INTERNET
Contractor: OWNER/BUILDER

Contact Name: Joe Q. Public
Contact Address: -
Home Phone:
Work Phone:
Mobile Phone:
Misc Phone:
Email Address: bldgsvcs@co.clark.nv.us

8 Check to ensure the contact information you entered is correct.

Click “Cancel” if the information is incorrect. You will automatically be re-directed to Step 5. Click “Submit” if the information is correct.

9 If the information regarding the location of the permitted work and permit fee amount are correct, click “Pay Now.”

Upon acceptance of your application, you will receive an email.

Address: 4701 W RUSSELL RD
Parcel: 162-31-101-004
Land ID #: 13435
Name: COUNTY OF CLARK(ADMINISTRATIVE
General Location:

Permit Type Code	Fee Code	Description	Fee Amount
WTRH	PF	WATER HEATER/SOFTNER	\$ XX.XX

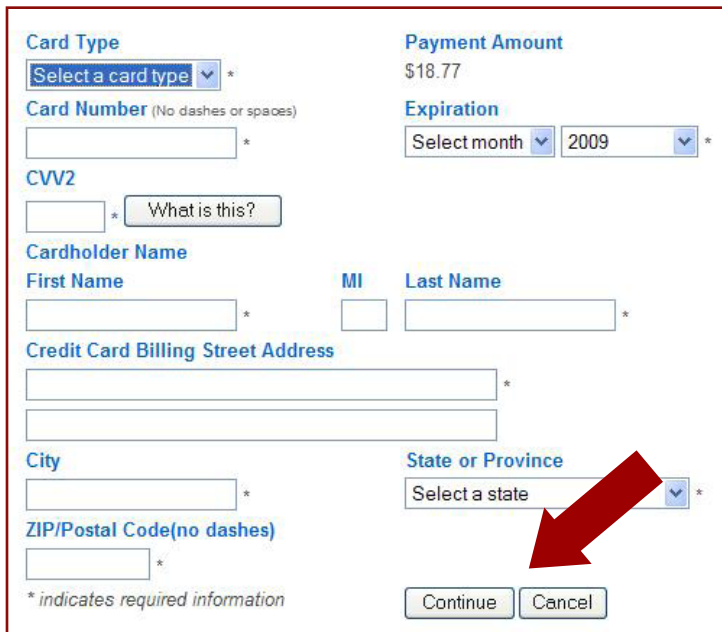
The standard fee for WATER HEATER - SINGLE FAMILY RES INTERNET is \$ XX.XX

Note Text

Review Charges

BP Charges	Amount
WATER HEATER/SOFTNER(PF)	\$ XX.XX
BP Charges Total	\$ XX.XX
Additional Charges	
Total Payment Amount:	\$ XX.XX

10 Review the charges and click the “Pay Now” button again to confirm that you are ready to enter your credit card information.



Card Type
Select a card type *

Card Number (No dashes or spaces) *

CVV2
* What is this?

Cardholder Name
First Name * MI * Last Name *

Credit Card Billing Street Address *

City * State or Province
Select a state *

ZIP/Postal Code(no dashes) *

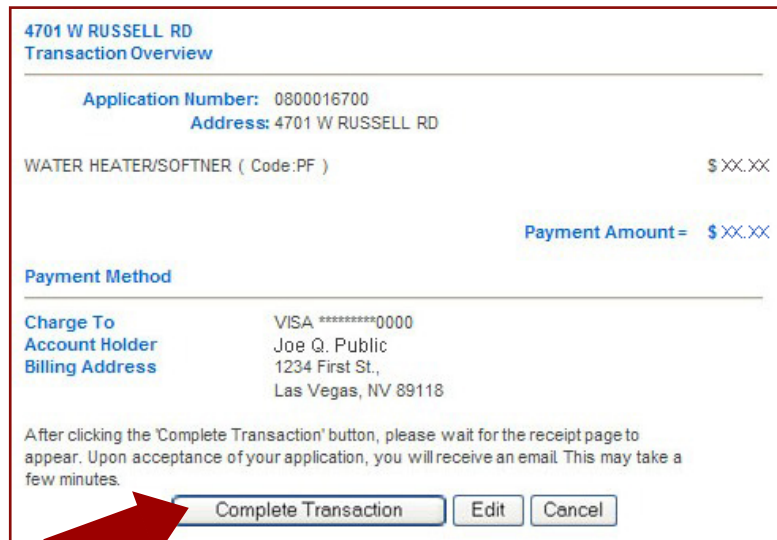
* indicates required information

Continue Cancel

11 Enter your credit card information and click “Continue.”

NOTE: The card holder’s name must appear exactly as it does on your credit card. Enter the billing address of the card holder.

Next click “Complete Transaction” and wait for the receipt page to appear.



4701 W RUSSELL RD
Transaction Overview

Application Number: 0800016700
Address: 4701 W RUSSELL RD

WATER HEATER/SOFTNER (Code:PF) \$ XX.XX

Payment Amount = \$ XX.XX

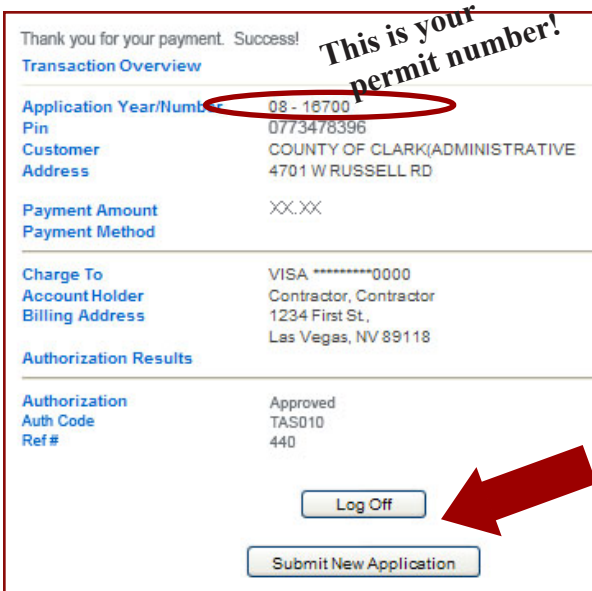
Payment Method

Charge To
Account Holder
Billing Address

VISA *****0000
Joe Q. Public
1234 First St.,
Las Vegas, NV 89118

After clicking the 'Complete Transaction' button, please wait for the receipt page to appear. Upon acceptance of your application, you will receive an email. This may take a few minutes.

Complete Transaction Edit Cancel



Thank you for your payment. Success!

Transaction Overview

Application Year/Number: 08 - 16700

Pin: 0773478396

Customer: COUNTY OF CLARK/ADMINISTRATIVE

Address: 4701 W RUSSELL RD

Payment Amount: XX.XX

Payment Method

Charge To: VISA *****0000

Account Holder: Contractor, Contractor

Billing Address: 1234 First St.,
Las Vegas, NV 89118

Authorization Results

Authorization: Approved

Auth Code: TAS010

Ref #: 440

Log Off

Submit New Application

13 Upon acceptance of your application and payment, you will receive an e-mail with your permit attached.

It may take a few minutes for the e-mail to arrive in your inbox.

Click “View Printable Receipt” to print your receipt.

To enter a new application and repeat the previous steps to obtain another permit, click “Submit New Application.”

Or click “Log Off” to end your session.

PART II
Re-Print Permit Records

Follow these easy instructions to review and print permit records.



1 From the home page, click “DOCUMENT IMAGE SEARCH” on the blue menu bar to search for issued permits.

The screenshot shows the permit search form. It has a header with the Clark County Development Services logo and title. Below the header is a blue navigation bar with links: 'DOCUMENT IMAGE SEARCH', 'INSPECTION SCHEDULING', 'PERMIT TRACKING', 'PERMITS ISSUED REPORTS', and 'ADDITIONAL ON-LINE SERVICES'. The form itself has two main sections: '1. Select Application type:' with a dropdown menu set to 'Building Applications', and '2. Select Document Type:' with several radio button options. The 'Street Address' option is selected, and the address '4701 Russell' is entered. At the bottom of the form is a 'Find Address' button, which is highlighted by a red arrow. The footer of the form contains links: 'FAQS | FORMS | HOW-TO? | GUIDES | NEWS | REFERENCES | HELP | HOME'.

2 Under selection number 1, use the drop down arrow to choose the permit application type you wish to find. Choose “Building Applications” to search for water heater and softener permits.

Under selection number 2, search for permits using the parcel number or address of the site covered by the permit, or search by the actual permit number.

After you’ve entered selection data, click “Find Address” to view recorded permits. This step may take a few minutes depending on the amount of archived permits for the site.

Click “View” to display and print permit records.

3

The screenshot shows the permit search results page. It has a header with the Clark County Development Services logo and title. Below the header is a blue navigation bar with links: 'DOCUMENT IMAGE SEARCH', 'INSPECTION SCHEDULING', 'PERMIT TRACKING', 'PERMITS ISSUED REPORTS', and 'ADDITIONAL ON-LINE SERVICES'. Below the navigation bar is a message: 'Click "View" (Note: documents over 15 pages may take several minutes to generate)'. Below this message is a table of search results. A red arrow points to the 'View' link in the first row of the table. The table has columns: 'APPL #', 'ADDRESS', 'Document Type', 'Date', 'Pages', and 'Rev #'.

APPL #	ADDRESS	Document Type	Date	Pages	Rev #
View 07-250	4701 RUSSELL W RD	ELEC PRMT, CONTR 35%	06/05/2007	2	
View 05-51090	4701 RUSSELL W RD	CERTIFICATE OF OCCUP	02/27/2006	1	
View 05-51090	4701 RUSSELL W RD	BLDG PRMT, COMMERC	02/27/2006	2	
View 05-51090	4701 RUSSELL W RD	ELEC PRMT, CONTRACT	02/27/2006	2	
View 05-17503	4701 RUSSELL W RD	ELEC PRMT, CONTR 35%	09/27/2005	2	
View 05-30409	4701 RUSSELL W RD	ELEC PRMT, CONTR 35%	07/06/2005	2	
View 05-9512	4701 RUSSELL W RD	ELEC PRMT, CONTR 35%	03/07/2005	2	
View 04-49024	4701 RUSSELL W	ELEC PRMT, CONTR	10/08/2004	2	